RTC Assistance with ADE Projects, Applications, Reports, Programs for FY02

The RTCs can assist with:
- Training LEAs on completing Internet and web-based reports, such as Del Rep, SAIS reporting, Grants Management completion reports, on-line applications, cash management reports, etc.
- Reminding LEAs of deadlines for applications, such as E-Rate deadlines, forms required, etc.
- Helping ADE schedule workshops at sites within their RTC region for you and your trainers. The RTCs know the LEAs on a personal level and can find solutions to your training needs.

ADE can assist the RTCs be effective by:
- Communicating training plans early since the RTCs prepare their monthly training calendars 3 weeks in advance, please plan accordingly.
- Notifying the RTCs if there is a problem with the Internet or application and you don't foresee a quick solution. Its frustrating facilitating a training sessions and not being able to get to the site. In the last column below, please be sure to include the technical assistance person the RTCs can contact.
- Allowing ample time to train the trainers on your reports, projects, applications, etc. before you expect them to train the LEAs.
- Using the table below, describe what services and assistance your project will require of the RTCs:

Name of project, program, or application	Briefly specify what type of training or assistance you expect from the RTC staff	How many sessions do the RTCs have to provide? When does the training have to take place?	When will the application be ready for the LEAs? Where on the Internet will it be located?	Is the report, application, etc required? What is the latest date for submission? What are consequences to LEA for not completing application, report, etc?	List contact people that can assist the RTCs with project questions and what type of assistance they can provide if applicable.
Example: Technology Literacy Challenge application	*LEAs need assistance from the RTCs in writing their technology plans and completing the TLC application forms.*	*Training session at each RTC during first application week RTC continued technical assistance during the 6-week application period.*	*The on-line TLC application will be available on opening day of the application period (sometime in late January) until the closing date, at 5:00 P.M. Application period is 6 weeks.* *The hardcopy application documents will be available as downloads from:* *http://www.ade.az.gov/tlc/downloads*	*Competitive grant – all application documents must be turned in within application period, or LEA will not be considered for funding. Funding awarded to high scoring applicants. Not all applicants get funds.*	*Chris Castillo – 602-542-5233, ccastil@ade.az.gov or Sue Collins - 602-542-4257 scollin@ade.az.gov*
Student Detail Data Interchange	LEAs will need assistance in submitting files, retrieving file submission results, and understanding new online reports.	Each RTC should provide at least one session. additional sessions should be considered after gauging initial help-desk call volume related to this system	The application was brought online 7/1/01. It is available only through the CommonLogon. The help documentation can be found unsecured at: https://www.ade.az.gov/sdetail/help/StudentDetailDataInterchange.htm	The data submission for Student Detail is required. Submissions should continue throughout the entire year, with a minimum of ten days between each submission. Failure to do so places ADM related state funding in jeopardy.	Sais Program Office at 1-866-577-9636 Or Bob Ruggieri 602-542-7142 rrugger@ade.az.gov
Vehicle Inventory Report	LEA's need assistance from the RTC's in the submission of Vehicle Inventory Report via the new web	Each RTC should provide at least one session, when the application is online for submission April or May. Support should also be provided on an	The on-line application will be available May. Common Logon – ade.az.gov/commonlogon or ade.az.gov/districts	The report is required. The deadline for submission is July 15	Shirley Willis School Finance (602) 542-8245 swillis@ade.az.gov

	application.	as-needed basis thereafter.			
ESS Reporting	RTC's to assist LEAs with Annual SPED Data Collection online application	Each RTC should provide two sessions – one in March and the other in April	The online application will be available on opening day of the application period (some time in April/May) until end of July. www.ade.az.gov/essannualdata/Login.asp	Required for state to receive Part B IDEA funds. Must be submitted by end of reporting period (end of July). Non-compliance will result in interruption of federal funds.	Peggy Staples – (602) 364-4024, pstaple@ade.az.gov
SDER (School District Employee Report)	LEA's need assistance from the RTC's in the submission of SDER (School District Employee Report) via the web application	Each RTC should provide at least one session, when the application is online for submission in September. Support should also be provided on an as-needed basis thereafter.	The on-line application will be available September. Access via the Common Logon – ade.az.gov/commonlogon or ade.az.gov/districts	The report is required. The deadline for submission is October 15th.	Shirley Willis School Finance (602) 542-8245 swillis@ade.az.gov
School Report Card Data Submission	RTCs will assist LEAs with technical problems and show how to update their information.	Training can be in conjunction with other sessions.	Ready for LEA input August 27 – there is a link under Common Lon-on	Deadline for submission is 10/19. Required by ARS 15-746 – list of noncompliant schools to be sent to Legislature.	School data – Barbara Fontaine – 602.542.5022 reportcards@ade.az.govPasswords – enterprise@ade.az.gov 602.542.3269
ADE Website	Share ADE website knowledge to school/district personnel	NA	NA	NA	Technical problems – webmaster@ade.az.gov
School Finance	RTC's to assist LEA's with application access menu items and submitting data	As needed – refer to calendar due dates	Common Logon – ade.az.gov/commonlogon or ade.az.gov/districts – upload See access Menu handout for details	All required – See due dates calendar – consequences result in non-compliance issues/partial to full non-funding	Refer to School Finance contact list and appropriate referrals handout
Grants Management	Grants processes (technology and business rules/deadlines)	Grants expects about 39 workshops per year among all RTCs. Strategic Plan for yearly	The RTCs are very familiar with Grants Mgmt, with the exception of minor modifications and changes in policy. http://www3.ade.az.gov/Grants_Internet/	Depends on type of project. Amendments, Cash Mgmt reports and Completion Reports all have very specific deadlines.	Christa Hughes, M.A., Manager 602-542-3430; Cassidy Jackson, Program/Project Specialist 602-542-3421; Mary

		training is cooperatively developed and available online yearly. Workshops should take place surrounding certain deadlines.		Consequences include withholding of funds and possible audit findings (if audited).	Dallman, Program/Project Specialist 602-542-3470; Clara Bazso, Admin Ast 602-542-3452 grants@ade.az.gov
Year-End Enrollment	LEA's need assistance from the RTC's in the submission of Year End Enrollment via the new web application.	Each RTC should provide at least one session. The session should occur between September 1st and 15th. Support should also be provided on an as-needed basis.	This year, the on-line application will be available starting on September 1, 2001 and ending on September 15, 2001 (the deadline for submission).	The report is required. The deadline for submission is September 15, 2001. Failure to submit Year End Enrollment report may jeopardize classroom site funds provided via Proposition 301 (A.R.S. 15-241).	Dr. Jeremy L. Moreland, Research and Policy Division Phone: (602) 542-5151 Fax: (602) 542-5467 jmorela@ade.az.gov
Graduation Rate Study: Class of 2001	LEA's need assistance from the RTC's in the submission of Graduation Rate Study via the new web application.	Each RTC should provide at least one session. The session should occur when the application is online for submission (dates tba). Support should also be provided on an as-needed basis thereafter.	This year, the on-line application will be available beginning in late October (exact dates for submission tba).	The report is required. The deadline for submission is tba.	Dr. Jeremy L. Moreland, Research and Policy Division Phone: (602) 542-5151 Fax: (602) 542-5467 jmorela@ade.az.gov
LEA Core Data	RTCs will show LEAs how to update their information address, contact, log-on information	Training can be in conjunction with other sessions -	Ready for LEA input by end of August – there will be a link under Common Log-on Ready for RTC training by mid-August.	On-going as information changes – the LEA is responsible for maintaining their own data.	John Eickman – 602-542-4442 or jeickma@ade.az.gov
LEA Program Information	RTCs will show LEAs how to update their information address, contact, log-on information	Training can be in conjunction with other sessions -	Ready for LEA input by end of August – there will be a link under Common Log-on RTC training shortly after 20th of August..	On-going as information changes – the LEA is responsible for maintaining their own data.	John Eickman – 602-542-4442 or jeickma@ade.az.gov

LEA Calendar	LEA's need assistance from the RTC's in the submission of their LEA Calendar via the new web application.	Each RTC should provide at least one session. The session should occur between April and May. Support should also be provided on an as-needed basis.	The on-line application will be available in April.	The report is required. The deadline for submission is July 1. Failure to submit will jeopardize the LEA's state funding.	Mario Salinas School Finance (602) 542-8797 msalina@ade.az.gov
Child Nutrition Project	LEA's will need formal training on how to work with the new Child Nutrition Program Web site. For example, how to logon, submit enrollment applications as well as monthly claim forms	The number of sessions is unknown at this time, and the training can start as early as the 4th quarter of calendar year 2001.	There are several dates associated with this project; The School Lunch Application is targeted for release in December, 2001 The Summer Food Application is targeted for release in February 2002. The Child and Adult Care Food Program is targeted for release in June of 2002.	N/A	Joe Mays Project Manager 602.364.1071 jmays@ade.az.gov Carol Foxhoven Business Analyst 602.542.8724 cfoxhov@ade.az.gov